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FOR MANAGEMENT OFFICER, CLO AND LEA

E.O. 12958: N/A

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SUBJECT: TRAIN-THE-TRAINER WORKSHOP

1. The Family Liaison Office is pleased to announce a Train-the-Trainer workshop for interested Community Liaison Office Coordinators, Local Employment Advisors (SNAP) and Eligible Family Members, to train them to present the e-Entrepreneur program. This workshop, funded by the Una Chapman Cox Foundation, is designed to introduce and educate new trainers to deliver 3-day e-Entrepreneur workshops overseas at their post. The Train-the-Trainer workshop will be held in the Washington D.C. area on April 3 and 4, 2006. This workshop will be held immediately following the CLO Training Conference scheduled from March 27 through March 31, so that interested CLOs can extend their stay to participate, with post approval. Local Employment Advisors and Family Members who would like to take advantage of this opportunity to become a certified e-Entrepreneur Trainer, are invited to attend on a space-available basis, but are responsible for their own travel, meal and lodging expenses. LEAs may obtain the funding from post if funding is available. The Train-the-Trainer workshop itself is offered at no cost to participants.

2. The Family Liaison Office has contracted with StaffCentrix, which developed the e-Entrepreneur program for Foreign Service family members, to provide the Train-the Trainer workshop. e-Entrepreneurs provide their services to clients across the country or around

the world through the Internet. These professionals work with clients by communicating via e-mail, instant messaging, telephone or fax to complete their projects. Businesses that have been developed range from individual freelancers who specialize in a particular area - such as Web development, engineering, administrative tasks, graphic design - to small- and medium-sized "collectives" made up of a group of e-Entrepreneurs who work in collaboration to offer a full spectrum of services. Many Foreign Service family members are interested in this field because it is a very portable career. You can find a further description of the e-Entrepreneur program on the application website at <http://www.fse-entrepreneur.com/t3registration.htm>.

3. By training Trainers to deliver the e-Entrepreneur program overseas, there are some clear benefits for both family members and the Trainers:

- A. A far greater number of family members can benefit from this training.
- B. Certified trainers will get more professional training experience.
- C. Trainers may deliver the e-Entrepreneur Training Program at any time, with classes of any size, according to the needs of their clients.
- D. Clients will have a "resident" trainer to whom they will be accountable for their "deliverables" throughout the training.
- E. Trainers can use this work as valuable experience to be included in their resumes.

4. Qualifications and requirements:

Some background in training, teaching or delivering presentations is recommended. Participating CLOs and LEAs will commit themselves to deliver an e-Entrepreneur program of about 16-18 hours to family members at post within 6 months after being certified as an e-Entrepreneur Trainer. Participating family members who become certified as an e-Entrepreneur workshop trainer will be able to charge participants a fee for these workshops.

5. Eligibility to participate in the Train-the-Trainer program:

Applicants must be a Community Liaison Office Coordinator (CLO, co-CLO or CLO Assistant), a Regional or Local Employment Advisor of the SNAP program, or a Foreign Service Family Member.

Applicants must be available to participate in this training in Washington D.C. The workshop will be offered at no cost, but the participating candidate is

responsible for her/his own travel, meal and lodging expenses, or for obtaining the funding from post if applicable (CLOs and LEAs).

6. Interested candidates can apply on the StaffCentrix website at:

<http://www.fse-entrepreneur.com/t3registration.htm>

Applications must be submitted on-line by March 29, 2006.

Location: The training session will be held at the National Foreign Affairs Training Center (NFATC or FSI) in Arlington, Virginia.

For more information or further questions about the e-Entrepreneur Train-the-Trainer program, please contact the Family Liaison Office at the Department of State, telephone: (202) 647-1076, or email:

[FLOAskEmployment@state.gov](mailto:FLOAskEmployment@state.gov)

We look forward to receiving your applications.

7. MINIMIZE CONSIDERED.

RICE